

Authorized Federal Supply Schedule Price List

For

Capitol Business Solutions, Inc.

Contract: **Business Information Services (BIS)**

Contract #: **GS-23F-0007U**

Federal Supply Group: **520**

FSC Group: **520**

Class: **R499**

Contract Period: **December 4, 2007 – December 3, 2012**

Contractor Information:

Capitol Business Solutions, Inc.

4327 N. 18th Street

Arlington, VA 22207

Phone: 703-801-0609

FAX: 703-522-4930

Contract Administrator: Esther L. Lehman

Email: elehman@capitolbizsolutions.com

Phone: 703-801-0609

Business size under this contract: Small Business

On line access to contract ordering information, terms and conditions, up to date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

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A. INFORMATION FOR ORDERING ACTIVITIES

1A. TABLE OF AWARDED SPECIAL ITEM NUMBER(S) WITH APPROPRIATE CROSS-REFERENCE TO ITEM DESCRIPTIONS AND AWARDED PRICE(S).

520 11 ACCOUNTING

The Contractor shall provide accounting services. This may include but is not limited to the following:

Analyze, process, and summarize transactions

- Assist in devising new or revised accounting policies and procedures
- Classify accounting transactions
- Perform special studies to improve accounting operations
- Resolve accounting issues
- Resolve and/or implement audit findings
- Assess or enhance accounting internal controls
- Improve operating efficiency and effectiveness

520 13 COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES

The Contractor shall provide complementary financial management services. This may include but is not limited to the following:

Assess and improve financial management systems

- Conduct A-127 system compliance reviews
- Assist with implementation of corrective actions
- Document systems
- Identify systems requirements
- Plan and develop systems
- Assist in meeting agency financial management system requirements
- Assess and improve financial reporting and analysis
- Develop new reporting formats and pro-forma financial reports
- Assist in improving and streamlining reporting and analysis processes
- Perform cost-benefit or other special financial analyses
- Assist with the requirements of the Government Performance & Results Act
- Assist with devising and implementing performance measures and related processes and systems
- Assist with strategic and operational financial planning
- Resolve audit recommendations
- Assist in managerial cost accounting
- Assist in financial policy formulation and development
- Perform economic and regulatory analyses
 - Develop methods for analyzing costs, benefits and impacts of regulations and policies
 - Collect data and prepare Information Collection Requests for approval by OMB
 - Conduct exposure and risk analyses
 - Develop, modify or apply risk characterization models to analyze and evaluate policies, programs and regulations
- Perform actuarial services and/or actuarial data analysis services
 - Collection, analysis, editing, calibration and data entry of Employee Benefit Plan information
 - Conduct updates of a full actuarial valuation pension plan database, program major upgrades or significant new modeling capabilities
 - Perform quantitative analysis of covered pension plans to identify plans that are potentially noncompliant or underfunded
- Assist with quality assurance efforts

- 1b. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. – **See attached descriptions**
2. Maximum order. - **\$1,000,000.00 for both 520-11 and 520-13**
3. Minimum order. - **\$100.00**
4. Geographic coverage (delivery area). **Domestic Delivery**
5. Point(s) of production (city, county, and State or foreign country). **Same as Company address**
6. Discount from list prices or statement of net price.
7. Quantity discounts. – **None Offered**
8. Prompt payment terms. 0% - **Net 30 days**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. **Yes**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold. **Will accept over \$3,000**
10. Foreign items (list items by country of origin). **None**
- 11a. Time of delivery. (Contractor insert number of days.) – **Specified on the Task Order**
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. – **Contact Contractor**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. – **Contact Contractor**
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery. – **Contact Contractor**
12. F.O.B. point(s). **Destination**
- 13a. Ordering address(es). **4327 N. 18th Street, Arlington, VA 22207**
- 13b. Ordering procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).**
14. Payment address(es). **4327 N. 18th Street, Arlington, VA 22207**
15. Warranty provision. **Contractor's standard commercial warranty**
16. Export packing charges, if applicable. **N/A**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level). **Contact Contractor.**
18. Terms and conditions of rental, maintenance, and repair (if applicable). – **Not applicable.**
19. Terms and conditions of installation (if applicable). – **Not applicable.**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). – **Not applicable.**
- 20a. Terms and conditions for any other services (if applicable). – **Not applicable.**
21. List of service and distribution points (if applicable). – **Not applicable.**
22. List of participating dealers (if applicable). – **Not applicable.**
23. Preventive maintenance (if applicable). – **Not applicable.**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). – **Not applicable.**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Number System (DUNS) number. – **136-88-6673**
26. Notification regarding registration in Central Contractor Registration (CCR) database. – **Capitol Business Solutions, Inc. has registered with the Central Contractor Registration (CCR)**
27. Uncompensated Overtime. (Indicate if used). – **Capitol Business Solutions, Inc. does not use uncompensated overtime.**

B. LABOR CATEGORY PRICE LIST

SIN(S)	LABOR/TASK CATEGORY/PERCENTAGE FEES/BASIS POINTS	GSA PRICE
520-11/520-13	Managing Consultant	\$195.57
520-11/520-13	Senior Consultant	\$140.16
520-11/520-13	Consultant II	\$119.51
520-11/520-13	Consultant	\$113.00
520-11/520-13	Analyst	\$ 73.88

C. LABOR CATEGORIES:

Managing Consultant

Education/Certifications: Undergraduate Degree, specialized knowledge in accounting/financial management and/or an advanced degree, CPA, CGFM, or equivalent training and experience in federal accounting and financial management.

Experience/Capabilities: Over eight years of progressive experience in leading the design, implementation and management of accounting and financial management engagements. Must possess a thorough knowledge of federal financial and accounting legislation, policies, standards, and financial system requirements, such as the Prompt Payment Act, FFMIA, CFO Act, GPRA, GMRA, Credit Reform Act of 1990, GAAP, FASAB, and OMB Circulars and Bulletins. Demonstrated ability to apply their accounting and financial management knowledge and provide guidance and direction for multiple accounting and financial management projects or subtasks from low to high complexity.

Duties: Responsible for planning the engagement to accomplish the Statement of Work. Provide the primary interface with client management on strategic engagement issues. Advise and consult with CBS management on the status of the engagement and significant developments. Possess overall responsibility for the completion of projects within estimated time frames, budget constraints, and client requirements. Provide federal financial management guidance and direction to the engagement staff. Review work product for completeness and adherence to applicable regulations and customer requirements. Lead all strategic engagement meetings. Present all strategic presentations to clients. Present the final work product to clients and obtains acceptance. Possibly perform highly complex project tasks when required.

Senior Consultant

Education/Certifications: Undergraduate Degree, specialized knowledge in accounting/financial management and/or an advanced degree, CPA, CGFM, or equivalent training and experience in federal accounting and financial management.

Experience/Capabilities: Over six years of progressive experience participating in the design, implementation and management of accounting and financial management engagements. Must possess a working knowledge of federal financial and accounting legislation, policies, standards, and financial system requirements, such as the Prompt Payment Act, FFMIA, CFO Act, GPRA, GMRA, Credit Reform Act of 1990, GAAP, FASAB, and OMB Circulars and Bulletins. Demonstrated ability to independently apply their accounting and financial management knowledge to project tasks and provide guidance and direction to subordinate engagement staff.

Duties: Participate in engagement planning. Provide the day to day interface with the client and manages the day-to-day activities. Advise and consult with the Managing Consultant on the detailed status of the engagement and significant developments. Direct the completion and execution of planned projects/tasks within estimated time frames, budget constraints, and client requirements. Identify potential problems or issues and formulate solutions. Provide supervision of subordinate engagement staff. Provide federal financial management guidance and direction to subordinate engagement staff on specific projects and/or tasks. Review daily work product for completeness and adherence to applicable regulations and customer requirements. Lead all day-to-day project management meetings. Present all task-specific presentations to clients. Perform complex to highly complex project tasks.

Consultant II

Education/Certifications: Undergraduate Degree or equivalent training and experience in accounting and financial management.

Experience/Capabilities: Over four years participating in accounting and financial management engagements with progressive responsibility. Must possess thorough knowledge of accounting and financial management operations/practices and a working knowledge of federal financial and accounting legislation, policies, standards, and financial system requirements, such as the Prompt Payment Act, FFMIA, CFO Act, GPRA, GMRA, Credit Reform Act of 1990, GAAP, FASAB, and OMB Circulars and Bulletins. Possess specific expertise and experience in one or more key project areas. Demonstrated ability to independently apply their accounting and financial management knowledge to specific project tasks and provide increasingly complex guidance and direction, especially in their key project areas, to subordinate engagement staff. Demonstrated experience in the creation and utilization of progressively complex spreadsheets, databases, documents, and presentations.

Duties: Interface with the client on day-to-day activities. Independently perform specifically assigned tasks provided by senior engagement staff and direct subordinate staff in the performance of sub-tasks. Apply their understanding of accounting and financial management to conduct complex data gathering, analysis, and reconciliation, and reporting, specifically in their specialized area of expertise. Identify possible problems or issues, particularly in their area of expertise, and help to formulate solutions. Support the completion and execution of planned projects/tasks within estimated time frames, budget constraints, and client requirements. Support day-to-day project management meetings and project/task-specific presentations to clients.

Consultant

Education/Certifications: Undergraduate Degree or equivalent training and experience in accounting and financial management.

Experience/Capabilities: Over two years of experience participating in accounting and financial management engagements with progressive responsibility. Must possess knowledge of accounting and financial management operations/practices and a rudimentary knowledge of federal financial and accounting legislation, policies, standards, and financial system requirements, such as the Prompt Payment Act, FFMIA, CFO Act, GPRA, GMRA, Credit Reform Act of 1990, GAAP, FASAB, and OMB Circulars and Bulletins. Demonstrated ability to independently apply their accounting and financial management knowledge to specific project tasks and provide guidance and direction to subordinate engagement staff on those specific tasks. Must possess knowledge and experience in office automation tools and financial systems. Demonstrated experience in the creation and utilization of progressively complex spreadsheets, databases, documents, and presentations.

Duties: Interface with the client on day-to-day activities. Independently perform specifically assigned provided by senior engagement staff. Apply their understanding of accounting operations and financial systems to record complex financial events. Apply their understanding of accounting and financial management to conduct complex data gathering, analysis, and reconciliation, and reporting. Support the completion and execution of planned projects/tasks within estimated time frames, budget constraints, and client requirements. Support day-to-day project management meetings and project/task-specific presentations to clients.

Analyst

Education/Certifications: Undergraduate Degree, B.S. or equivalent training and experience in accounting and financial management.

Experience/Capabilities: Up to two years of experience participating in financial management engagements. Possess a rudimentary knowledge of accounting and financial management operations/practices. Possess knowledge of office automation tools and financial systems. Demonstrated knowledge in the creation and utilization of spreadsheets, databases, documents, and presentations.

Duties: Interface with the client on day-to-day activities. Perform specifically assigned tasks in accordance with detailed directions provided by senior engagement staff. Apply their understanding of accounting operations and financial systems to record financial transactions. Apply their understanding of accounting and financial management to conduct data gathering, analysis, and reconciliation, and reporting. Support the completion and execution of planned projects/tasks within estimated time frames, budget constraints, and client requirements. Support day-to-day project management meetings and project/task-specific presentations to clients.